



# Mentor Logistics

## Kick-off and Closing Assembly Checklist

The following checklist details the preparation you should take when planning an assembly. Each school will vary, but the items in bold will be the same for all schools.



### 2 months before

- ☐ **Establish a date** that will work for your school. GMS assemblies can be added to an already existing assembly
- ☐ Schedule a convenient **time**
- ☐ Create an **agenda** and, discuss the items with the school coordinator and principal

### 1 month before

- ☐ **Help LHD Liaison invite local dignitaries.** People to invite and/or present GMS could be:
  - Principal
  - Food service
  - LHD health commissioner
  - PTA president
  - Mayor
  - Student athletes
  - Community members
  - Parents
- ☐ Prepare and send letters to any speakers/presenters

### 2 weeks before

- ☐ Designate who will make the award presentation, and provide speaking points
- ☐ Ensure plaque, medals, checks, and/or certificates are received from State and are correct
- ☐ Plan any decorations for assembly (balloons, banners, posters, etc.)
- ☐ Schedule, and plan a Gold Medal Mile walk for after the assembly
- ☐ Prepare Skits (promoting school's "theme", promoting the GMS "theme(s)" or goal for the year)



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## 1 week before

- ❑ **Gold Medal Mile**
  - Prior to the assembly have the mile tracked (show routes, walk the mile, promote walking program)
- ❑ **Supplies**
  - Start and finish banners
  - Proud to be a GMS banner (only if the school is GOLD)
  - Balloons or posters
  - Signs for the walk

## Day of

- ❑ Act as emcee for event; greet speakers, and attendees, etc.
- ❑ Take pictures
- ❑ **Media**
  - Newsletters
  - Articles
  - Pictures

